

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting – December 10 2013
APPROVED BY BOARD: January 14, 2014

The meeting was held at 4731 Harvest Moon Dr. There was a quorum of the board: Marianne Bishop, Joyce Bulau, Paul Gilmore and Ann Striker. Homeowners present Jerry LeTendre, Larry and Nancy Engel and Jerry Bodmer. Joyce Bulau called the meeting to order at 8:57 AM.

1. OFFICERS' REPORTS

A. Secretary

A MOTION was MADE by Paul Gilmore SECONDED and UNANIMOUSLY PASSED approving the November 12, 2013 board minutes as distributed via email.

A MOTION was MADE by Marianne Bishop SECONDED and UNANIMOUSLY PASSED setting the record date as Friday, January 17, 2014 at 5 PM entitling homeowners to a notice of meeting and eligibility to vote at the Annual Meeting.

We are in receipt of a complaint about the tree on Lot 200 which has been verified. The Secretary was directed to send a First Notice of Violation letter.

B. Treasurer

The Financial statement ending November 30 2013 was reviewed. (Attachment A)

A MOTION was MADE by Ann Striker SECONDED and UNANIMOUSLY PASSED approving the financial report subject to audit.

A MOTION was MADE by Paul Gilmore SECONDED and UNANIMOUSLY PASSED to retain excess revenue from 2013 in the Operating Fund.

As of 12/10/13 fifty-four homeowners have paid 2014 dues.

A MOTION was MADE by Ann Striker SECONDED and UNANIMOUSLY PASSED approving a Revised 2013 Budget dated 12-10-13 (Attachment B)

2. COMMITTEE REPORTS

A. Architectural

In Jim Callahan's absence Marianne Bishop presented the monthly report. Since our color consultants are still revising the color matrix we are waiting to distribute the revised Application for Painting/Repainting, a new page for the Homeowners Handbook with revised paint rules and the color matrix. This will be sent to all homeowners with the January mailing for the Annual Meeting.

B. Maintenance

1. The project by Tony's Construction is going smoothly and it appears it will be completed within budget and on-time.

2. Some of the rip-rap on View Ridge was relocated to the north side of our entrance on Camino del Sol prior to December 2 when the work on View Ridge was begun by Tony's.
3. The drainage swale along the west curbs of N/S streets to prevent sediment from draining into the streets will be started within a week. Jerry Bodmer will be meeting with Armando from Felix Landscaping to confirm all of the particulars regarding this project before he starts.
4. A check for \$2756 was given to Armando from Felix Landscaping to purchase a 325 gallon water trailer with gas powered pump. Armando will pay for the insurance and license of this equipment. In 2014 we will structure a lease with option to purchase with Felix Landscaping.
5. Procedures for Tree Maintenance

A draft of the revision of Attachment 7.8 of the Owner's Handbook was considered "Attachment C". We hope to have this in final form and reviewed by our Attorney prior to the January board meeting. If it is approved by the board it will be distributed to homeowners in January.

3. CONTINUING BUSINESS – None

4. NEW BUSINESS – None

5. PRESENTATION BY TUCSON CLEAN AND BEAUTIFUL

Katie Gannon, Program Director made a presentation to the board. Information about their work and programs can be found by calling (520) 791-3109 by visiting their website: www.tucsoncleanandbeautiful.org.

6. ADJOURNMENT

There was no further business to be conducted and the meeting was adjourned at 10:40 AM. The next board meeting will be held at 9 AM Tuesday January 14, 2014 at 4731 S Harvest Moon Drive.

Respectfully submitted,
/s/ Marianne Bishop, Secretary

ATTACHMENT A

12/3/2013
Cash Basis

San Ignacio Vistas Inc.
Assets Liabilities and Fund Balances
As of November 30, 2013

Current Assets	<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
Checking/Savings			
120 · COMMERCE CHECKING	<u>22,530</u>		
Reserve Account			
1502 · COMMERCE RESERVE CK.		105,918	
1503 · WASH FEDERAL 1/12/15 APY 1.55%		102,679	
1505 - VANGUARD INVESTMENT		102,343	
1506 - WASH FEDERAL MM		<u>50,553</u>	
Total Reserve Account		<u>361,493</u>	
Total Current Assets			<u>384,023</u>
 LIABILITIES & EQUITY			
Equity			
300 · Operating Fund Opening Balance			9,292
3000 · Reserve Fund Opening Balance			331,032
Net Income			<u>47,877</u>
Total Equity			388,201
TOTAL LIABILITIES & EQUITY			<u><u>384,023</u></u>

12/3/2013
Cash Basis

San Ignacio Vistas Inc.
Profit Loss - Actual vs. Budget
11 MONTHS ENDING 11-30-13

	<u>Operating Fund</u>		<u>Reserve Fund</u>		<u>Total</u>	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>
REVENUE						
400 - Assessments	108,300	108,300				
410 - Transfer and Document Fees	2,450	2,400				
420 - Operating Fund Interest	126	204				
	<u>110,876</u>	<u>110,904</u>				
4200 - Reserve Fund Interest			5,245	2,650		
			<u>5,245</u>	<u>2,650</u>		
Total Revenue					116,121	113,554
EXPENSE						
Maintenance						
500 - Yearly Contract	24,313	26,580				
502 - Tree Trimming	0	4,000				
503 - Utilities	370	400				
505 - Other Maintenance	1,846	3,000				
506 - Erosion Mitigation	45	1,000				
Total Maintenance Expenditures	<u>26,574</u>	<u>34,980</u>				
4201 - Reserves - Misc Expense			75	-		
5000 - Street Repairs			24,605	25,000		
5006 - Erosion Mitigation			2,101	20,000		
Total Reserve Expense			<u>26,781</u>	<u>45,000</u>		
Administrative						
510 - Contract Service	9,350	10,200				
511 - Board	306	470				
512 - Legal	725	1,750				
513 - Communications						
513.1 - Computer and Internet	1,175	2,500				
513.2 - Telephone	1,049	1,020				
513.3 - Office Supplies	0	70				
513.4 - Printing/Reproduction	1,078	1,550				
513.5 - Postage/Delivery	150	300				
513.6 - Record Storage	420	420				
Total 513 - Communications	<u>3,872</u>	<u>5,860</u>				
Total Administrative	<u>14,253</u>	<u>18,280</u>				
Operating						
520 - Audit and Accounting						
521 - Insurance	2,993	3,200				
522.2 - GV Council	1,710	1,710				
523 - Taxes and Contingency						
523.1 - Taxes - Property	5	30				
523.3 - Arizona Corporation Fee	10	10				
523.4 - Contingency	95	260				
Total 523 - Taxes and Contingency	<u>110</u>	<u>300</u>				
Total Operating	<u>4,813</u>	<u>5,210</u>				
Total Expenditures	<u>45,640</u>	<u>58,470</u>	<u>(21,536)</u>	<u>(42,350)</u>	<u>24,104</u>	<u>16,120</u>
ALLOCATION						
600 - Reserve Allocation	<u>(52,000)</u>	<u>(52,000)</u>				
6000 - Operating Fund Allocation			<u>52,000</u>	<u>52,000</u>		
Excess Revenue <Expenditures>	<u>13,236</u>	<u>434</u>	<u>30,464</u>	<u>9,650</u>	<u>43,700</u>	<u>10,084</u>
Beginning Fund Balances	<u>9,295</u>		<u>331,029</u>		<u>340,324</u>	
Ending Fund Balances	<u>22,531</u>		<u>361,493</u>		<u>384,024</u>	

12/13/2013
Cash Basis2013 REVISED BUDGET
AS OF 12/10/2013

	REVISED		
	BUDGET	BUDGET	+/-
Income			
Operating Revenue			
400 · Assessments	108,300	108,300	
410 · Transfer and Document Fees	2,400	2,400	
420 · Operating Fund Interest	204	204	
Total Operating Revenue	110,904	110,904	
Reserve Fund			
4200 · Reserve Fund Interest	2,650	2,650	
6000 · Operating Fund Allocation	52,000	52,000	
Total Reserve Fund	54,650	54,650	
Total Income	165,554	165,554	
Expense			
600 · Reserve Allocation	52,000	52,000	
Operating			
Maintenance Expenditures			
500 · Yearly Contract	26,580	26,580	
- 502 · Tree Trimming	4,000	0	
503 · Utilities	400	400	
+ 505 · Other Maintenance	3,000	4,600	
+ 506 · Erosion Mitigation	1,000	4,400	
Total Maintenance Expenditures	34,980	35,980	(1,000)
Administrative			
510 · Contract Service	10,200	10,200	
511 · Board	470	470	
- 512 · Legal	1,750	750	
513 · Communications			
513.1 · Computer and Internet	2,500	2,500	
513.2 · Telephone	1,020	1,020	
513.3 · Office Supplies	70	70	
513.4 · Printing/Reproduction	1,550	1,550	
513.5 · Postage/Delivery	300	300	
513.6 · Record Storage	420	420	
Total 513 · Communications	5,860	5,860	
Total Administrative	18,280	17,280	1,000
Other Operating			
521 · Insurance	3,200	3,200	
522 · Membership Fee - GVC	1,710	1,710	
523 · Taxes and Contingency			
523.1 · Taxes - Property	30	30	
523.3 · Arizona Corporation Fee	10	10	
523.4 · Contingency	260	260	
Total 523 · Taxes and Contingency	300	300	
Total Other Operating	5,210	5,210	
Total Operating	58,470	58,470	
STARTING BALANCE 2013 CHECKING:			9,291
Reserve Fund Account			
5006 · Erosion Mitigation	20,000	56,000	
5000 · Street Repairs	25,000	25,000	
Total Reserve Fund Account	45,000	81,000	
Total Expense	155,470	191,470	
Net Income	10,084	-25,916	

ANNUAL TREE MAINTENANCE PROGRAM
COMMON AREA TREES AND OTHER VEGETATION

Note: Areas A, B and C are shown on the MAP on the reverse side

POLICY:

1. Once each year, usually in November, the Maintenance Committee "MC" in consultation with the Association's arborist or other consultant will evaluate the trees and other vegetation in Areas A & B on the attached map to determine which trees or other vegetation must be thinned or trimmed to maintain health. The MC will also look for any trees that may have died or are likely to cause damage to either HOA or Lot Owner property.
2. As it has not proved cost effective, trees will no longer be topped or trimmed for the purpose of maintaining views, therefore:
 - a. Trees in Area C will no longer be trimmed, except for removal of sucker growth, and if a request is received to restore view the tree will be scheduled for removal and replaced with a plant from the HOA's approved plant list.
 - b. Only Lot Owners that are "adjacent to" or "directly behind" a tree in Areas A or C may submit a request.
 - c. If a neighboring Lot Owner who is not "adjacent to" or "directly behind" a tree feels that there is a material interference to their view they may contact the MC who will review the situation with the board. This type of complaint would need to be handled case-by-case.
3. After all work for the year is identified, the MC will obtain estimates to prune or remove said trees and other vegetation. They will submit a plan to the Board and obtain approval for such work able to be performed within that year's budget.
4. If a Lot Owner makes a request outside of the timeframe for the Annual Tree Maintenance or it is not possible to be performed within the allotted budget for that year, the Lot Owner will be given the following options:
 - a. Either enroll in the next available Tree Maintenance Program conducted by the Association, or
 - b. Permit the owner to proceed with the removal of the tree or other vegetation at their own expense in accordance with MC guidelines.

DRAFT

12/7/2013

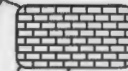
San Ignacio Vistas Common Area Tree Policy

December 2013



Trees in this Common area (A):

- Will not be trimmed for view.
- Will be removed at lot owner's request if the tree is adjacent to or directly behind the lot.



Trees in this Common area (B):

- Will be thinned and trimmed to maintain tree health.
- Will be removed if they die or are damaging HOA or adjacent lot owner's property.
- Will be removed at lot owner's request if the tree is adjacent to or directly behind the lot.



Trees in this Common area (C):

- Will be thinned and trimmed to maintain tree health.
- Will not be removed unless they die.

General Notes

- When a tree is removed, it will be replaced by a plant from the HOA's approved plant list

PROCEDURE:

I am submitting a request for service to trees or other vegetation in the common area that abuts my property. Please provide the AREA and location of the tree(s) and or other vegetation and the service requested:

Note: If possible, for easier identification, please provide photographs of the tree(s) or other vegetation. This can be transmitted digitally and sent as attachment(s) via email to: info@sivhoa.org

If a tree is to be removed, please make three selections (numbering your choices as 1, 2 and 3) from the following Approved Plant List. One of these plants will be scheduled for installation once removal is complete.

APPROVED PLANT LIST

<i>Common Name</i>	<i>Botanical Name</i>
_____ Beargrass	(Nolina microcarpa)
_____ Buckhorn Cholla	(Cylindropuntia acanthocarpa)
_____ Desert Spoon	(Dasylirion wheeleri)
_____ Four-wing Saltbush	(Atriplex canescens)
_____ Jojoba	(Simmondsia chinensis)
_____ Long Spine Santa Rita Cactus	(Opuntia santa-rita)
_____ Red Bird of Paradise	(Caesalpinia pulcherrima)
_____ Red Yucca	(Hesperaloe parviflora)
_____ Rosemary	(Rosmarinus officinalis & varieties)
_____ Staghorn Cholla	(Opuntia versicolor)
_____ Texas Ranger	(Leucophyllum spp. & varieties)
_____ Turpentine Bush	(Ericameria laricifolia)
_____ Wooly Butterfly	(Buddleia marrubifolia)

These plants can be viewed on our website or by searching on the internet

REQUESTING PARTY:

LOT NUMBER: _____ ADDRESS: _____

Signature(s):

Phone: _____

Date _____